

**CONFIDENTIAL**

*Subject*

3 July 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
3 July 1975

1. Upward Mobility: We delivered to the Civil Service Commission Training Center biographic profiles for the 19 people entering the Upward Mobility Group (Hire the Disadvantaged Program). The group will EOD 10 July, have several days of processing here in the Agency, and then go to the Commission for three weeks' training. They will return to CIA on 1 August and placements will begin on 4 August.

2. Retirement Statistics:

Retirements for FY-75

	<u>CIARDS</u>	<u>Civil Service</u>	<u>Totals</u>
Voluntary	183	62	245
Involuntary	64		64
Discontinued Service		86	86
Mandatory	11	4	15
Disability	45	59	104
Totals:	303	211	514

Pending Retirements - Through 1 August 1975

CIARDS

	<u>July</u>	<u>1 August</u>	<u>Totals</u>
Voluntary	36	0	36
Involuntary	46	4	50
Mandatory	1	0	1
Disability	1	0	1
Totals:	84	4	88

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Civil Service

	<u>July</u>	<u>1 August</u>	<u>Totals</u>
Optional	9	0	9
Mandatory	3	0	3
Discontinued Service	35	4	39
Disability	5	0	5
Totals:	52	4	56

Total Pending Through 1 August 1975: 144

3. Monthly Personnel Officers' Meeting: Our monthly meeting was held in the Auditorium on 2 July. Miss [ ] Chief, Review Staff discussed leave used for Maternity reasons and Mr. [ ], the former Chief, Personnel, Saigon Station gave a very informative talk, for about an hour, on the last weeks at the Saigon Station.

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4. Awards: On Friday, 27 June, for the first time in Agency history, a husband and wife team (now retired) received the Career Intelligence Medal. [ ] were each awarded a medal accompanied by a single certificate and citation to share. Mr. and Mrs. [ ] the latter having been on contract, worked together as a team and have a combined service to the Agency of over 40 years. (Previously reported at 0830 meeting.)

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5. News Media: A call was received in Recruitment Division from Ms. Karen Schroeder, a reporter from the Boston Globe, asking about our college recruitment program. She was referred to Mr. Thuermer's office.

6. Hispanic Recruitment: [ ] recruiter, Mr. [ ] reported on 1 July of a meeting with Mrs. Lourdes Ramos of the Department of Labor, Commonwealth of Puerto Rico Immigration Division. She has advised that the well-qualified clerical and professional Puerto Ricans in the New York area find it relatively easy to secure employment without going through the trouble of relocation. She also made the comment to him that Puerto Ricans do not seem to be able to "handle the establishment yet" and are avoiding the establishment-type of jobs.

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7. Special Advertisement: As a result of an ad recently placed in the Boston Globe for a Radar Signature Analyst, we have received two responses which appear worthy of serious OWI consideration.

8. Regulations Change: We forwarded to Regulations Control Branch a further revision of [ ] to adjust to DDO/CCS objections.

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9. Equal Housing: Two employees of Personal Affairs Branch attended the final meeting of the Federal Equal Housing Opportunity Council for FY-75, which was held in the HUD Departmental Conference Room. Approximately 25 government agencies were represented. The guest speaker was Mr. James H. Blair, recently appointed Assistant Secretary for Fair Housing and Equal Opportunity.

10. Suggestion Awards Recap: Suggestion awards paid for FY 1975, \$39,430, set a new Agency record. One hundred seventy-eight cases were adopted -- 159 cash awards and 19 Certificates of Appreciation. A total of 562 suggestions were received -- 490 were eligible (87%) and 72 ineligible. Our adoption rate was 36% and our average cash award \$248. Combined first-year tangible savings and equivalent intangible benefits were \$747,312.

Twenty-three Special Achievement and Exceptional Accomplishment Award nominations were received in FY 1975. Awards totalling \$46,265 were paid for 18 cases. The average cash award for Exceptional Accomplishment and Special Achievement is \$2,570. Combined first-year tangible savings and equivalent intangible benefits were \$2,375,669.

11. MHE for Vietnam: Twenty-one steamship containers filled with effects from Vietnam have arrived in Baltimore. These effects should be delivered to the Washington area within the next few days.

12. Health Insurance Claims: The Insurance Branch's position with respect to payment of health insurance claims was further improved. Less than 500 claims are now on hand and claims are being paid within eight days of receipt.

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13. Redskins Tickets: Many employees were slow to pick up their option to purchase Redskins tickets and some declined. As a result, it was necessary to begin calling employees on the alternate winners list. Although there is little question that all the tickets will be sold, the selling process has involved a great deal more effort on the part of BAA personnel this year than it has in past years. The Saints and Eagles games were the last to go. The Eagles game will be played just four days before Christmas and this is the latest that any game has been scheduled for several years.

14. Blood Donations: Blood Donor Day on 1 July 1975 was very successful with 196 donating on that day.

15. Rehired Annuitants: The following retired annuitant cases were approved for the Directorate for Administration:

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Coming Event:

We plan to forward a transmittal memorandum for the FY 1976 Annual Personnel Plan and the Personnel Development Program to the Director for signature.

/s/ F.W.M. Janney

F. W. M. Janney  
Director of Personnel